

Canadian Parents For French BC & Yukon

Policy Manual

**Approved by the CPF BC & Yukon Board of Directors
October 7th, 2014**

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RULES

R-1: Establishment and Revision of Rules

1. Rules regulate the conduct of Branch's business to ensure that business is conducted fairly and efficiently.
2. A motion to establish or amend a Rule shall:
 - a. be given two (2) weeks notice of motion;
 - b. be circulated to the CPF BC & Yukon Board of Directors and the Executive Director;
 - c. shall be referred to the Bylaw and Policy Review Committee by the Board for a recommendation on its impact, effects, and compatibility with the Bylaws and other Rules, Standing Orders, Administrative Policies, and the HR Policy Manual of the Society.
3. A Rule shall be adopted or amended only by a 2/3rds majority vote of the Directors present at a quorate meeting of Board of Directors.
4. Any motion to suspend R-1 shall be out of order.

R-2: Establishment and Revision of Standing Orders

1. Standing Orders regulate the ongoing conduct of the Board of Directors and are used to specify its relationship to various committees and other groups.
2. A motion to establish or amend a Standing Order shall:
 - a. be given two (2) weeks notice of motion;
 - b. be circulated to the CPF BC & Yukon Board of Directors and Executive Director;
 - c. shall be referred to the Bylaw and Policy Review Committee by the Board for a recommendation and for a report on its impact and effects, and its compatibility with the Constitution and other Rules, Standing Orders, Administrative Policies, and the HR Policy Manual of the Society.
3. A Board Standing Order shall be adopted or amended only by a 2/3rds majority vote of the Directors present at a quorate meeting of Board of Directors.
4. Any motion to suspend R-2 shall be out of order.

R-3: Establishment and Revision of Administrative Policies

1. Administrative Policies regulate the business of the Society in general. Administrative Policies establish policies and procedures for the conduct of the Society's operations and provide explicit direction where needed.
2. A motion to establish or amend an Administrative Policy shall:
 - a. be given two (2) weeks notice of motion;
 - b. be circulated to the CPF BC & Yukon Board of Directors and staff;
 - c. shall be referred to the Bylaw and Policy Review Committee by the Board for a recommendation on its impact, effects, and compatibility with the Constitution and other Rules, Standing Orders, Administrative Policies, and the HR Policy Manual of the Society.
3. An Administrative Policy shall be adopted or amended only by a 2/3rds majority vote of Directors present at a quorate meeting of Board of Directors.
4. Any motion to suspend R-3 shall be out of order.

R-4: Establishment and Revision of Human Resource Policy Manual

1. The Human Resource Policy Manual prescribes the roles, responsibilities, and obligations of CPF BC & Yukon as an Employer and of CPF BC & Yukon regular staff and independent contractors.
2. A motion to establish or amend policies and/or procedures in the Human Resource Policy Manual shall:
 - a. be given two (2) weeks notice of motion;
 - b. be circulated to the CPF BC & Yukon Board of Directors and Executive Director;
 - c. be circulated to the CPF BC & Yukon staff for prior comment and feedback through the Executive Director;
 - d. shall be referred to the Bylaw and Policy Review Committee by the Board for a recommendation on its impact, effects, and compatibility with the Bylaws and other Rules, Standing Orders, Administrative Policies, Provincial Employment Standards, and Employment Agreements of the Society.
3. The Human Resource Policy Manual shall be adopted or amended by a 2/3rds majority vote of Directors present at a quorate meeting of Board of Directors.
4. Any motion to suspend R-4 shall be out of order.

R-5: Ethical Standards of Conduct for Directors of the Board

1. Proper operation of a healthy organization requires that Members elected to Board of Directors or appointed by Board of Directors be duly responsible to the membership and the Society.

To this end:

- a. the society's decision and policy be made through the proper channels of the Society's structure;
- b. the elected and appointed positions not be used for personal or financial gain and be free of conflict of interest.

2. Members of Board of Directors and CPF BC & Yukon Committees shall:

- a. maintain the highest ideals of honor and integrity while serving on Board of Directors or a committee;
- b. avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before Board of Directors or a committee;
- c. avoid any situation that could impair their judgment in the performance of their elected duties while in office and carry out those duties with impartiality and equality of service to the Membership;
- d. declare to Board of Directors at the first opportunity their interests, or known interests of any close relatives, acquaintances or business partners, in any enterprise which proposes to transact business with the Society and should leave the place of the meeting during discussion and vote on the subject.

3. Directors may not attempt to exercise individual authority over the organization except as explicitly set forth in this Policy Manual. Moreover:

- a) Directors' interaction with the Executive Director or with staff must recognize the lack of authority vested in individuals except when explicitly Board authorized;
- b) Directors' interactions with public, press, or other entities must recognize the limits of any Director to not speak for the Board except to repeat explicitly stated position statements and/or Board decisions.

R-6: Board of Directors Meetings, Quorum, and Chair

1. Board Meetings, and standing committees, will be conducted according to *Robert's Rules of Order*.
2. Once a meeting of Board of Directors becomes quorate, as defined by the CPF BC & Yukon Bylaws, that meeting shall be considered quorate until such time that a question of quorum is raised. A question of quorum shall be treated as a point of order, as defined by *Robert's Rules of Order*.
3. All persons who are members in good standing, and CPF BC & Yukon staff, shall have speaking privileges at Board of Directors Meetings.
4. The Board of Directors may, by simple majority vote, appoint a person to chair Board of Director meetings from amongst its seated members, or it may appoint an external chairperson.
5. If requested by a simple majority of the Board of Directors, the external chairperson shall continue to chair Board of Directors meetings during in camera sessions and is bound by all rules governing in camera sessions.

R-7: Board of Directors Meetings, Agenda, and Package

1. Agenda items for regularly scheduled Board of Directors meetings, and supporting documents, must be submitted to the President and circulated no later than seven (7) days before a regularly scheduled Board of Directors meeting.
2. The President shall prepare and distribute a draft agenda for comment, amendment, or adjustment at least five days in advance of the scheduled date of the meeting.
3. The items of business for Board of Directors meetings shall be as follows in no specific order:
 - a. Appointment of the Chair
 - b. Adoption of the Agenda
 - c. Adoption of the Minutes
 - d. Matters Arising from the Minutes
 - e. Unfinished Business
 - f. Reports from Executive, staff and or Guests
 - g. Reports of Committees
 - h. New Business
 - i. Notices of Motion
 - j. Announcements
 - k. Adjournment

R-8: Board Meeting Minutes

1. Minutes of meetings of the Board of Directors shall include:

- a. The agenda, and
- b. the attendees, and
- c. the location, and
- d. the start and end time, and
- e. the resolutions, and
- f. a summary of discussions.

2. Minutes of meetings are considered DRAFT until they have been approved at the following Board meeting.

3. The Board Secretary will circulate the DRAFT and approved meeting minutes with the Board of Directors, Executive Director, and Financial Administrator / Bookkeeper after each Board meeting.

4. The Office Financial Administrator / Bookkeeper must post approved Board meeting minutes to the CPF BC & Yukon website, and save a copy to the internal office server.

R-9: In Camera Sessions

1. Board of Directors and its committees may by simple majority vote to move items for discussion in camera.

a. In camera items are strictly confidential and members present are bound by the provisions of Part 3 – Directors of the Society Act (B.C.) not to disclose the proceedings of in camera sessions.

b. In camera sessions are reserved for discussion of staff relations, legal matters, or other matters of a sensitive or confidential nature.

c. A rationale must be presented for moving a discussion 'in camera.'

d. Only members of the Board of Directors and its committees, and invited third parties as may be required are allowed to remain in the meeting.

2. No motions may be moved during in camera sessions.

R-10: Board Elections, Appointments, and Resignations

1. The Board Nominations Committee will lead the nomination process for the election of Directors to the CPF BC & Yukon Board of Directors.
2. The CPF Bylaws articulate the Board election, appointment, removal of Directors, and resignation process and procedures.

R-11: New Board Member Orientation and Set-Up

1. All new Board Members shall receive, at their first Board meeting or before, the most recent versions of the following organizational documents:

- a. this Policy Manual
- b. Board Handbook
- c. Human Resources Policy Manual
- d. CPF National Bylaws
- e. CPF BC & Yukon Bylaws
- f. Audited Financial Statements

2. Mentorship, including guidance and support through an existing Board member, will be provided with opportunities for questions.

3. The Branch Office shall update the Governance section on the website with the Director's biography, committee participation, and contact information.

4. The Executive Director shall ensure a welcome announcement of any new Board members for the website and for key stakeholders is provided.

R-12: Board Exit Interviews

1. Each retiring Director will be invited to participate in an exit interview conducted by a Director, or Directors, designated by the Board of Directors and acceptable to the retiring Director. The interview may be conducted by telephone, by email or face-to-face, as circumstances permit.
2. The purpose of the exit interview is to provide information that will permit the Board to improve its functioning and enhance the experience of future Directors.
3. The interview will consist of questions approved by the Board. The interview questions will be reviewed annually by the Board to ensure their appropriateness to the Board's current situation.
4. The retiring Director's responses to the interview questions will be held in confidence, but will be shared with the Board and the Executive Director in order that they may be discussed and acted upon by the Board as necessary.

Board STANDING ORDERS

BSO-1: Society Standing Committees, Ad-hoc Committees and Working Groups

1. Establishment of CPF BC & Yukon Committees and Working Groups

- a. The Board of Directors may at its discretion delegate tasks to standing committees, ad hoc committees and working groups.
- b. Standing Committees are established and empowered by the Board of Directors to consider and take action on routine duties and responsibilities relating to the Society on a regular and ongoing basis.
- c. Ad-hoc committees are established and empowered by the Board of Directors to consider and take action on specific duties and responsibilities relating to the Society that arise regularly, but infrequently.
- d. Working groups are established and empowered by Board of Directors or its committees to consider and take action on specific tasks or issues on an “as needed” basis. A working group is constituted for a limited duration and will be dissolved once its purpose has been served.
- e. Information about member-at-large vacancies on the Branch’s committees and working groups shall be published, at minimum, on the Branch’s website 14 days prior to these meetings.
- f. The Board President is an *ex-officio* member of all Board committees.

2. Standing and Ad-hoc Committees

- a. The terms of reference for all standing and ad hoc committees of the Society are established by Board of Directors as Standing Orders. Committees have the authority to act in accordance with their terms of reference.
- b. Unless otherwise specified in the Standing Order establishing the committee, standing and ad hoc committees are chaired by a designate Board of Director.

Duties of the Chair include:

- convening regular meetings;
- informing committee members of meeting times, locations or connection information;
- preparing agendas, distributing any documents or materials to committee members;
- reporting on committee activities to the Board of Directors and the Executive Director.

3. Working Groups

a. Working groups and their mandates, authority and jurisdiction are established by a motion of a standing or ad hoc committee or by the Board of Directors.

b. The Chair of a working group is selected by and from members of the standing or ad hoc committee or Board of Directors. Duties of the Chair include:

- convening regular meetings;
- informing committee members of meeting times and locations, preparing agendas, distributing any documents or materials to working group members;
- reporting on working group activities to its committee, the Board of Directors, and the Executive Director.

c. Composition of working groups is open to all members in good standing of the Society, and staff. Duties of working group members include:

- representing to the best of their abilities the interests of the Society and performing any duties assigned as part of the working group's mandate.

BSO-2: Appointments and Resignations to and from Committees

1. All Board candidates for positions on committees are appointed by the Board of Directors at the first meeting of the Board subsequent to the Annual General Meeting. Non-Board candidates interested in participating in a committee shall submit their intention to the committee Chair, unless otherwise specified in the committee's terms of reference.
2. Unless otherwise specified by the committee's terms of reference, members are appointed for a term of office expiring when the task is done or at the subsequent Branch Annual General Meeting.
3. Resignations from committees are to be delivered to the Chair of the committee or the Board President who shall report them to the subsequent Board meeting.
4. Resignations from committees take effect as soon as they are communicated in writing to the committee Chair and/or President.

BSO-3: Nominations Committee

1. Standing Committee

The CPF BC & Yukon Nominations Committee shall recruit potential Directors and present the list of recommended nominees to the Board of Directors and subsequently to the Branch Annual General Meeting.

The committee will be conducted according to *Robert's Rules of Order*.

2. Composition

- a. Chairperson: Board Director
- b. Vice-Chairperson: Board Director
- c. [Ex-Officio] Board President
- d. Two members at-large appointed by the Nominations committee vested with voting privileges.

The Nominations Committee shall strive for an odd number of voting members, none of whom are up for nomination. The committee shall also strive for continuity by having one member of the Nominations Committee who has previous experience on the Nominations Committee.

Each member of the committee, including the chairperson, has one vote. The committee will be conducted according to Robert's Rules of Order.

3. Terms of Reference

- a. to identify the strengths and needs of the Board;
- b. to identify future Board needs;
- c. to identify necessary selection criteria for recruiting new Directors;
- d. to gather and generate names of prospective Directors;
- e. to research and interview prospective Directors;
- f. to submit to the Board at a regularly scheduled Board meeting the final report, including presentation of nominees and their positions 90 days prior to the AGM;
- g. to present to the Branch Annual General Meeting the list of Board nominees, their qualifications, and their positions for the future Board.

h. to review bylaws, policies and procedures on recruitment, selection, assessment and training of Directors, and to make recommendations with a view for appropriate professional development on an annual basis;

i. the report of the Nominations Committee shall be communicated 30 days prior to the Annual General Meeting. At the Annual General Meeting, the nominations committee chair shall present the slate of candidates to the voting members.

j. travel, accommodations, and per diem costs for nominees to the Board shall be covered by the Branch as per Branch Policy.

k. the final decision rests with the Nominations Committee.

BSO-4: Finance Committee

1. Standing Committee

The Finance Committee shall oversee financial matters of the Branch including: ongoing and at minimum, quarterly financial statements, reviewing and recommending the year end financial statements to the Board of Directors, and reallocating budget line items where appropriate.

The committee will be conducted according to *Robert's Rules of Order*.

2. Composition

- a. Chairperson: Board Treasurer
- b. Board Director
- c. [Ex-officio] President
- d. [Non-Voting] Executive Director
- e. [Non-Voting] Office Financial Administrator / Bookkeeper

3. Terms of Reference

- a. Review and/or propose any amendments or adjustments to the annual operating budget and make recommendations to the Board of Directors as necessary.
- b. Administer the budget of the Society, including the approval of any financial disbursements or discretionary spending approved within the Society's budget, where authority to do so is not elsewhere in the CPF BC & Yukon Policy Manual.
- c. Monitor and oversee all funds, investments and other financial assets and/or liabilities maintained by the Society and make recommendations to the Board of Directors as necessary.
- d. Monitor and oversee all other financial aspects of the Society and make recommendations to the Board of Directors as necessary.
- e. Make decisions and give direction with respect to the internal administrative procedures and practices of the Society.
- f. Review the Society's operating budget on a quarterly basis, taking into account actual revenues and expenditures to date, and make recommendations to Board of Directors as necessary.

BSO-5: *Bouquet de Merci* Committee

1. Standing Committee

CPF BC & Yukon wishes to recognize individuals or associations in BC and the Yukon who have contributed significantly to the following goals of CPF:

- a. to assist in ensuring that each young Canadian has the opportunity to acquire as great a knowledge of the French language as he or she is willing to attain;
- b. to promote the best possible types of French language learning opportunities;
- c. to establish and maintain effective communication between interested parents' educational and governmental authorities responsible for the provision of French language learning opportunities;
- d. to provide educational opportunities for young Canadians to learn and use the French language.

The committee will be conducted according to *Robert's Rules of Order*.

2. Composition

- a. Chairperson: Board Director
- b. Board Director
- c. [Ex-officio] President

3. Terms of Reference

- a. Review the Bouquet nominations and make recommendations to the Board of Directors regarding awards for up to two (2) nominees.
- b. The committee is responsible for reviewing the nominations and making recommendations to the Board of Directors regarding the recipient(s) and their biography.

4. Award Criteria

The candidate demonstrates a

- a. multi-year commitment to promoting the values of CPF,
- b. has made a significant contribution to innovative practice for advocacy.

5. Procedures

- a. Promote Award through CPF BC & Yukon Branch publications and any other suitable methods.
- b. Nomination forms must be completed with the name and address of the candidate and detailed reasons for nomination.
- c. Current CPF BC & Yukon Directors and staff are not eligible as nominees.
- d. Nominators will be informed of the status of their nominee prior to the AGM.
- e. Staff will invite the award winner(s) to the AGM. Cost of travel or per diem will not be covered.
- f. This Award(s) is not necessarily presented annually.
- g. The Award(s) and the recipient(s) will be promoted through CPF BC & Yukon Branch publications and any other suitable methods.

BSO-6: Teacher Awards Committee

1. Standing Committee

In order to assist in the promotion of quality FSL programming in the BC & Yukon, the Teacher Awards Committee identifies and recommends financial awards for beginning French Second Language teachers. The candidates will have graduated from a BC or Yukon secondary school and completed a university degree to prepare them to teach French as a Second Language.

The committee will be conducted according to Robert's Rules of Order.

2. Composition

- a. Chairperson: Board Director
- b. Board Director
- c. [Ex-officio] President

3. Terms of Reference

- a. staff shall ensure appropriate universities are informed of the Award after the Annual General Meeting.
- b. The committee will liaise with staff to receive submitted applications.
- c. Review the Award recipients against the Award criteria.
- d. Recommend the award recipients to the Board after the submission deadline.
- e. If necessary, provide recommendations for changes to the Terms of Reference and award criteria to the Board.
- f. Ensure the staff notifies the successful recipient(s) and outlines the process for receiving the recompense (verifying that s/he is gainfully employed as a FSL teacher in a BC or Yukon school).
- g. The teacher may have up to two years of being selected to provide proof of a teaching contract to receive the award. The contract may be for a temporary or a continuing FSL position or for a teachers teaching on call (TTOC) position.
- h. Present a report to the membership at the AGM.
- i. Staff will invite the award winner(s) to the AGM. Cost of travel or per diem will not be covered.
- j. Liaise with Finance Committee for the continuation or the ceasing of the fund.

BSO-7: Branch Bylaw & Policy Review Committee

1. Standing Committee

The Branch Bylaw & Policy Review Committee shall ensure:

- the Board understands its bylaws and policies,
- the bylaws and policies align with National,
- the Chapter bylaws aligns with the Branch & National,
- clarity, understanding and revision, where necessary, of all procedures and practices related to Human Resources,
- review bylaws and make recommendations for any changes to the Board of Directors.

The committee will be conducted according to Robert's Rules of Order.

2. Composition

- a. Chairperson: Board Director
- b. Board Director
- c. [Ex-officio] President
- d. [Non-Voting] Executive Director

3. Terms of Reference

- a. review proposals and make recommendations to the Board of Directors for revisions of sections of the Society's Bylaws, Policy Manual, Human Resource Policy Manual and Board Handbook.
- b. review questions regarding the interpretation and application of the aforementioned documents.
- c. present any new or amended bylaw(s) to the membership for approval at least thirty (30) days before the Annual General Meeting.

BSO-8: Executive Director Hiring Committee

1. Ad hoc Committee

The Board of Directors shall maintain an Executive Director Hiring Committee as an ad hoc committee of the Society.

The committee will be conducted according to Robert's Rules of Order.

2. Composition

- a. Chairperson: President [Ex-officio]
- b. Two (2) Board Directors
- c. [Non-Voting] One Regular CPF BC & YK office employee (selected by themselves)
- d. [Non-Voting] One External Partner Organizational Representative (selected by the committee)
- e. [Non-Voting] One External Chapter Representative (selected by the committee)

3. Terms of Reference

- a. The Executive Director ad hoc hiring committee's role is to publicize, collect, review, shortlist Executive Director applicants, interview, and make a recommendation to the Board of Directors.
- b. The Executive Director hiring decision rests with the Board of Directors.
- c. In the event that the Board of Directors are unable to reach a resolution, the recommendation of the hiring committee shall prevail.

4. Hiring Process

1. For an Executive Director vacancy, the job posting and hiring procedure shall be as follows:

- a. The Board of Directors strikes an ad hoc Executive Director hiring committee and identifies who will chair the committee and assigns various other tasks.
- b. Collaboratively, the committee develops a job description and job posting.
- c. The job posting shall be made publicly available via the Branch website, social media, partners networks, and online job forums.
- d. Where possible, the job application period shall be at least 8 weeks.
- e. The chair of the hiring committee will collect and share all applications with committee members. The committee will then shortlist the applicants based on a standard evaluation rubric.

f. The hiring committee will interview the shortlisted applicants. This may be done in person or via teleconference.

g. The hiring committee deliberates and makes a recommendation to the Board of Directors in the form of a formal report. This report shall include the following supporting documents of the shortlisted candidates:

- i. curriculum vitae
- ii. cover letters
- iii. letters of support
- iv. partner feedback
- v. and the hiring rubric.

h. Once a decision is made by the Board, the Board President contacts the successful applicant.

i. The Board President, or designate, sends the successful applicant their employment agreement, the HR Policy Manual, and the latest edition of the Policy Manual.

j. The Board President, or designate, defines job terms with the successful applicant based on the employment agreement. The Board President must consult with the Board of Directors over any requested changes to the employment agreement.

k. Once the employment agreement is finalized, the new Executive Director signs three copies of the employment agreement and the HR Policy Manual. The Board President signs the three copies as well. The Board President keeps one signed copy, the Executive Director places one signed copy in the locked personnel cabinet, and the Executive Director keeps one copy for her/his personal files.

l. The Board President, or designate, prepares an announcement to be circulated to partners, members, funders, and other key stakeholders.

m. The decision to terminate the Executive Director rests with the Branch Board of Directors.

ADMINISTRATIVE POLICIES

AP-1: Budget

1. The fiscal year for the Society shall be from April 1st to March 31st.

2. The Executive Director, in consultation with the staff, shall prepare and present a draft operating budget for the Branch to the Board of Directors in early Q4 preceding the commencement of each new fiscal year.
3. The Board of Directors must approve, through a resolution, the operating budget for the next fiscal year.
4. The Branch office staff shall maintain and prepare quarterly statements of revenues and expenditures for each internal department/project.
5. The Finance Committee shall review the Branch's operating budget on a quarterly basis, taking into account actual revenues and expenditures to date, and make recommendations to the Board of Directors as necessary.
6. The Board of Directors shall ensure that the annual budget of the Branch, to the best of its ability, reflects the priorities of the CPF BC & Yukon Strategic Action Plan.
7. Changes to amounts allocated between categories/projects in the operational budget over \$1,000 require the approval of the Finance Committee.
8. The Executive Director must receive Board of Director approval for changes to regular staff wages.

AP-2: Unrestricted & Restricted Funds

1. CPF BC & Yukon will retain in a restricted account the following:
 - at least three months worth of operating costs;
 - adequate severance for regular staff;
 - new chapter start-up grants.

2. The use of unrestricted and restricted funds requires a specific resolution by the Board of Directors. This resolution must be included in the meeting minutes. The resolution must include:
 - a. The purpose of the expenditure
 - b. The amount
 - c. The fiscal year
 - d. A mover and seconder, and a record of resolution.
3. The use of unrestricted and restricted funds must be approved by Board resolution to be used in operational funds consistent with standard accounting practices.
4. The Board will observe a policy of capitalizing all tangible capital assets with a value exceeding \$500 (CAD) consistent with standard not-for-profit accounting practices.
5. All references to currency contained in the CPF BC & Yukon policy manual or related documents shall be expressed in CAD\$.

AP-3: Signing Authority

1. The Signing Officers of the CPF BC & Yukon Branch shall consist of the Executive Director and one or more of the Board Officers.
2. Signing Officers shall be added to the Branch Bank Account following their appointment and/or election.
3. Signing Officers shall be removed from the Branch Bank Account immediately following their resignation / termination / removal of Directors or death.

AP-4: Per Diem Allowance, Mileage and Accommodation

1. While traveling for CPF-related activities, Board Members and Regular staff are eligible for the following per diem allowances:

- a. Breakfast - \$15
- b. Lunch - \$15
- c. Dinner - \$30

d. Overnight Stay Incidentals - \$6

2. If a meal is covered by CPF (at a conference, group lunch, etc.), Board Members and staff are not eligible for the per diem allowance for said meal.
3. Board and staff Members may request an advance for anticipated per diem and/or travel expenses. This request must be submitted to the Office Financial Administrator / Bookkeeper in writing at least two (2) weeks in advance.
4. When using one's own vehicle, CPF BC & Yukon will reimburse Board Members, staff, and Chapter Delegates \$0.50 / km for CPF BC & Yukon Branch approved activities. When renting a vehicle, receipts for gas and rental fees must be submitted for reimbursement.
5. Board and staff Members should make every effort to book hotel accommodations no greater than \$140 per night per individual.
6. Board and staff Members will be allowed to expense \$30 per night for staying with a friend or relative overnight while traveling for CPF-related activities.
7. Board and staff travel expenses are to be submitted, including original receipts, to the Office Financial Administrator / Bookkeeper within four (4) weeks. The Office Financial Administrator / Bookkeeper will review and present expense sheets to the Executive Director for final approval.

The travel expense sheets of the Executive Director also require the approval of the Board Treasurer.

AP-5: Cell Phone Allowance

1. While employed by CPF BC & Yukon, the Executive Director and the Outreach Officer shall be paid \$35 per month to subsidize cell-phone and data related costs. This is in addition to their regular wage.

AP-6: Credit Card Purchases

1. CPF BC & Yukon Board and Regular staff may use the Society's credit card for approved and budgeted expenses.
2. In every case of credit card usage, the individual charging on the account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
3. Authorized uses of the credit card include: travel, accommodation, meals, special project items, equipment purchases, printing, and other CPF approved and budgeted expenses.
3. Original receipts must be compiled and submitted with an expense report to the Office Financial Administrator / Bookkeeper.

4. Failure to submit a receipt may result in the loss of use of the Branch credit card.

AP-7: Laptops, Tablets & Office Equipment

1. Regular staff shall receive a CPF laptop to assist them to carry out their roles and responsibilities with the Society. The equipment and digital documents are the property of CPF BC & Yukon. staff must use due diligence and caution in storing and transporting their laptops. staff must return their laptop in good condition upon the completion of their employment with the Branch.

2. All new Board of Directors shall receive a tablet. The tablets are the property of CPF BC & Yukon. Board Members must use due diligence and caution in storing and transporting their tablets.

3. If a Director leaves the Board before the end of their first term, they are to return their tablet to the Branch Office.
4. If a Director completes their first term, upon leaving the Board, the Director may choose to purchase their tablet from the Branch for the assessed depreciated value.
5. The CPF BC & Yukon office will keep an inventory of all laptops, tablets and other electronic devices (i.e. camera).
6. CPF BC & Yukon office shall ensure that all office equipment, including the staff laptops and Board tablets, are appropriately insured.

AP-8: Branch Annual General Meeting and Conferences

1. The Branch Annual General Meeting must take place at a time and place determined by the Board of Directors that is consistent with the *CPF BC & Yukon Bylaws* and the *BC Societies Act*.
2. For a Branch AGM & Conference held along with the National Conference, a participating Chapter in good standing shall receive a rebate as budget permits for their delegate's full participation at the National Conference and Branch Annual General Meeting.
 - a. If a Chapter wishes to send multiple sponsored delegates, they can be placed on a waitlist through the Branch Office. If approved, the Chapter's additional delegates must report back to the non-attending Chapter they are representing.
3. For a Branch Annual General Meeting & Conference held in British Columbia or Yukon, the registration fee for a delegate from a Chapter in good standing shall be determined as budget permits. Each Chapter in good standing with over 100 active members is eligible to send two (2) sponsored delegates.

- a. If a Chapter with less than 100 active members wishes to send more than one (1) sponsored delegate, they can be placed on a waitlist through the Branch Office.
 - b. If a Chapter with more than 100 active members wishes to send more than two (2) sponsored delegates, they can be placed on a waitlist with the Branch Office.
4. Nominated members to the Branch Board of Directors shall have their travel and accommodation costs covered by the Society for their participation at the Annual General Meeting where they stand for election and/or acclamation.
 5. The *CPF BC & Yukon Bylaws* set out the obligations and requirements of the Annual General Meeting.
 6. Where a travel or booking agent is not being used, Board Members are responsible for their own travel and accommodation arrangements for Annual General Meetings and Conferences.

AP-9: Chapter Reporting, Payments, Inactivity, and Dormancy & Start-Up

1. To all active Chapters in good standing with a bank account, the Branch shall strive to distribute Chapter rebate membership monies three times per year.
2. Chapters shall receive a minimum of 80% of membership fees collected.
3. In order to be an active Chapter in good standing:
 - The Chapter must be up-to-date with the following Annual Chapter Reporting documents;
and
 - The Chapter must be operating in accordance with the Bylaws.
4. Chapters must annually submit to the Branch Office any and all existing reporting documents as well as Chapter information or files of relevance. Chapter reporting deadlines are as follows:
 - Governance & Financials, 30 days after the Chapter's AGM
 - Activity Summary, August 1st

Annually on August 1st the Branch Office will conduct a review of Chapter status. If a Chapter is not complying with reporting and bylaw requirements at the time of this review, that Chapter status will become "inactive".

5. When a Chapter becomes inactive, the Branch Office will begin to "hold" its membership rebate and/or socio-cultural grant payments. The Chapter will be informed in writing of its inactive status.

During this period, the Branch Office will retain the Chapter's membership rebate and/or socio-cultural monies.

a. If the Chapter re-enters active and in good standing status within a three (3) year period, the balance will be re-allocated to the Chapter.

b. If the Chapter remains inactive for a three (3) year period, the Branch will absorb the balance into its operating budget.

6. If a Chapter remains inactive for three (3) years the Chapter will become "dormant." The Chapter will be informed in writing of this status.

7. Dormancy Procedure:

a. The Chapter bank account must be closed and a cheque for the remaining balance must be written to and deposited by the Branch Office.

b. All bank statements listing balances and transactions are to be forwarded to the Branch Office.

8. If a Chapter fails to assist and or participate in the dormancy procedure, the Branch will take the necessary steps to dissolve the Chapter and its bank account.

9. New Chapters will receive a \$250 start up grant upon the Branch office's receipt of meeting minutes, signed bylaws, and bank account information.

AP-10: Concours d'art oratoire

1. Concours d'art oratoire is a pan-Canadian French public speaking competition for youth sponsored and organized by Canadian Parents for French.
2. The Branch shall strive to hold the final competition the first Saturday of May every year at a location within British Columbia or Yukon.
3. The Branch will provide a \$250 travel subsidy per active Chapter outside of Metro Vancouver in good standing to support the travel and accommodation costs of Concours participants at the Branch Finals.

AP-11: Performance Evaluation

1. Every year the CPF BC & Yukon Board of Directors will evaluate the performance of the Executive Director. This report shall be written in collaboration with the Executive Director, using input from his/her self evaluation.
2. Every year the Executive Director will evaluate the performance of Branch office staff. Using input from staff self evaluations, this information and subsequent performance reviews will be shared and discussed with each individual staff member. A copy of an individual's evaluation will be kept in each employee's personnel file.
3. Every year the Board of Directors will assess its performance and identify areas for growth and/or development. This report shall be shared with the Executive Director. The Board may choose to include the staff's feedback in their self-evaluation.

AP-12: Personal Information & Privacy

1. CPF BC & Yukon Branch shall comply with the Personal Information Protection Act (hereinafter referred to as PIPA). This includes the Board of Directors, staff, committees, and working groups of the Branch.
2. Personal information as defined by PIPA is “information about an identifiable individual and includes employee personal information but does not include (a) work contact information, or (b) work product information.”
3. Personal information shall not be disclosed to outside persons or organizations, except as required by law, without the consent of the individual. Personal information shall not be sold to other persons or organizations.
4. Personal information shall not be included on the agenda or supporting documentation of meetings of the Branch Board of Directors, committees or working groups without the consent of the individual.
5. All completed forms and/or agreements used to collect personal information shall be kept in a locked filing cabinet or box. Any electronic files containing information gathered shall be stored on a password-protected computer.
6. Any decision of the Executive Director may be appealed to the Board of Directors. The Branch will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under PIPA.

AP-13: Staff - Hiring and Employment Agreements

1. CPF BC & Yukon has two distinct types of employment agreements: *Regular Employee* (full or part-time, indefinite or fixed-term) and *Independent Contractor*.
2. The issue of whether an individual is an employee or independent contractor is important because an employer's obligations to a regular employee are different and more substantial than those owed to an independent contractor.
3. Before the Branch enters into an employment relationship, it should first carefully assess against CRA, Employment Standards, and/or legal advice if the relationship is best categorized as *regular or independent*.
4. For a *regular employee* vacancy, the job posting and hiring procedure shall be as follows:
 - a. The Executive Director requests the Board of Directors to appoint one Director to a staff ad hoc hiring committee.
 - b. The composition of the staff ad hoc hiring committee shall be:
 - i. Chair - Executive Director
 - ii. [Non-Voting] One Board Director
 - iii. [Non-Voting] One Regular Employee

- c. The staff ad hoc hiring committee's role is to assist the Executive Director with the evaluation and selection of the successful applicant.
- d. The individual can not be related or financially connected to CPF BC & Yukon staff or Directors of the Board. The individual cannot be a current Director.
- e. The final hiring decision rests with the Executive Director.
- f. The Executive Director develops a job description and job posting. These two documents are then shared with the hiring committee members for comment and/or feedback.
- g. The job posting shall be made publicly available via the following communication channels: the Branch website, social media, partners networks, and online job forums.
- h. Where possible, the job application period shall be at least four (4) weeks.
- i. The Executive Director will collect and review all applications. The Executive Director will then shortlist the applicants based on a standard evaluation rubric.
- j. The hiring committee will interview the shortlisted applicants. This may be done in person or via teleconference.
- k. The hiring committee deliberates and provides input to the Executive Director who then makes the final decision.
- l. Once a decision is made, the Executive Director contacts the successful applicant.
- m. The Executive Director develops the employment agreement using the CPF employee agreement template.
- n. The Executive Director sends the successful applicant their employment agreement, the HR Policy Manual, and the latest edition of the Policy Manual.
- o. The Executive Director determines the terms of the employment agreement with the successful applicant. The successful applicant signs two copies of the employment agreement and the HR Policy Manual on the first official day of employment. The Executive Director signs the two copies as well. The Executive Directors keeps one signed copy in the locked personnel cabinet and gives the other copy to the new employee.

p. The Executive Director prepares for the new employee's full orientation to the worksite including: technical set-up, payroll, safety orientation, work-plan, strategic plan, work report template, and etc.

q. The decision to terminate a regular employee rests with the Executive Director, in prior consultation with the Board.

5. For an *independent contractor* position, valued over \$5,000 or for over 6 months in duration, the job posting and hiring procedure shall be as follows:

a. The Executive Director develops a job description and job posting. This may be done with the support of an employee who will work with the contractor.

b. The job posting shall be made publicly available via the following communication channels: the Branch website, social media, partners networks, and online job forums.

c. The individual can not be related or financially connected to CPF BC & Yukon staff or Directors of the Board. The individual cannot be a current Director.

d. Where possible, the job application period shall be at least 4 weeks.

e. The Executive Director will collect and review all applications. The Executive Director will then shortlist the applicants based on a standard evaluation rubric.

f. The Executive Director, possibly with the participation of an employee, will interview a shortlist of applicants.

g. Once a decision is made, the Executive Director contacts the successful applicant.

h. The Executive Director sends the successful applicant their employment agreement and the HR Policy Manual.

i. The Executive Director determines the terms of the employment agreement with the successful applicant. The successful applicant signs two copies of the employment agreement and the HR Policy Manual. The Executive Director signs the two copies as well. The Executive Directors keeps one signed copy in the locked personnel cabinet and gives the other copy to the independent contractor.

j. As may be required, the Executive Director and/or Employee prepares for the contractor's transition including technical set-up, payroll, work-plan, strategic plan, work report template, and etc.

k. The decision to terminate an independent contractor rests with the Executive Director.

6. For an *independent contractor* position, valued under \$5,000 or for under 6 months in duration, the job posting and hiring procedure shall be as follows:

- a. The Executive Director develops a job description. This may be done with the support of an employee who will work with the contractor.
- b. The Executive Director and/or staff seek qualified individuals who are available, capable, and interested in the contract.
- c. The individual can not be related or financially connected to CPF BC & Yukon staff or Directors of the Board. The individual cannot be a current Director.
- d. Once a suitable candidate is identified the Executive Director sends the individual their employment agreement, and a copy of the HR Policy Manual.
- e. The Executive Director defines the terms of the employment agreement with the successful applicant. The successful applicant signs two copies of the employment agreement and the HR Policy Manual. The Executive Director signs the two copies as well. The Executive Director keeps one signed copy in the locked personnel cabinet and gives the other copy to the independent contractor.
- f. The decision to terminate an independent contractor rests with the Executive Director.

AP-14: Employment, Board of Directors Members

1. No Board Director shall be employed by the Society during, or for a period of one (1) year following, her/his term of office.
2. No person employed by the Society shall be appointed/elected to Board of Directors for a period of one (1) year following the end of her/his employment.

AP-15: Board Professional Development

Any Board may apply for professional development to assist them in their duties with CPF BC & Yukon.

1. Requests for individual professional development for Board members must be submitted and approved by the Board President.
2. Requests for group professional development for the Board of Directors must be submitted and approved by the Board.
3. Requests by the Executive Director for professional development must be submitted and approved by the Board President.

AP-16: Staff Work Reports

1. To assist the Board in fulfilling its mandate of providing strategic direction and high-level oversight of the Society, the Branch Office regular staff shall prepare work reports for the Executive Director which will then be shared with the Board of Directors one week before the Board meeting.
2. The Branch Office work reports are to closely align with the Strategic Action Plan of the Society and reporting to major funders.
3. Work Reports shall be prepared and submitted twice per year.

AP-17: Sponsorship

1. When CPF BC & Yukon lends its name or accepts a donation from any individual, organization, association, business or corporation, there must be a clear connection between the donation, gift or other form of support/sponsorship and CPF's mandate.
2. CPF is committed to the Ethical Fundraising and Financial Accountability Code, which states, "All donations will be used to support the charity's objects, as registered with Canada Customs and Revenue Agency (CCRA)."